

OTHER HOUSING
Project Packet Cover Sheet

Participating Municipalities: _____

1. Name of Project: _____
(If proposing more than one Other Housing project, please complete a project packet for each proposed project. 7 pages per packet.)

2. Type of Project:

First-Time Homebuyer _____

Rehabilitation of Existing Structures _____

Code Enforcement _____

Other: _____

3. Location of Project: _____

4. Project Description: Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For regional and joint applicants, list the amount of funds allocated per community for the project(s). This description will be used to confirm overall project feasibility.

5. National Objective: select a) or b)

a) Benefit to low and moderate income persons _____
• For this national objective, estimate the number of low and moderate income persons to benefit from Project (please provide number, not percentage) _____

b) Elimination of slums or blighting conditions: _____ Area _____ Spot _____

6. Project Budget Information:

CDBG project cost: \$ _____

CDBG delivery cost: \$ _____

Total CDBG cost: \$ _____

Other Project funds (if applicable): \$ _____

Total Project Cost: \$ _____

Cite sources of other Project funds: _____

7. Who will manage/implement the Project? _____

Project Budget: FIRST TIME HOMEBUYER ASSISTANCE					
Project #_____	Estimated Cost Per Agency/ Service Provider (\$)	Estimated Cost Per Project	CDBG Cost (\$)	Other Funding Sources (\$)	Total Project Cost (\$)
Direct assistance to subgrantees or target clientele	\$		\$	\$	\$
Project Delivery ¹	\$		\$	\$	\$
Other (Identify):					
Projects Totals²	\$		\$	\$	\$

¹ Delivery Costs are costs to deliver project services, such as the site inspections done by the housing rehabilitation specialist. Delivery costs are not considered general administrative costs.

² Project total for budget form will equal the Budget Summary Sheet.

Project Budget: INFRASTRUCTURE FOR OTHER HOUSING AND HOUSING SITE REHABILITATION					
By funding source, please fill in the appropriate line items below. Then total each column and row.	CDBG	OTHER \$	OTHER \$	OTHER \$	TOTAL
STREET PAVING					
Full Depth Reconstruction					
Surface Repaving					
Curbs and Sidewalks					
Other (specify)					
Other (specify)					
Contingency					
WATER SYSTEM					
Water Lines					
Wells					
Pump Station					
Treatment Facility					
Storage Facility					
Hook-ups					
Street Repaving					
Other (specify)					
Contingency					
SEWER SYSTEM					
Sewer Lines					
Pump Station					
Treatment Facility					
Hook-ups					
Street Repairing					
Other (specify)					
Contingency					
DRAINAGE					
Drainage lines/culverts					
Drainage Facility					
Street Repairing					
Pump Station					
Other (specify)					
Contingency					
TOTALS BY USES:					

In addition to filling out the above form, please include a detailed cost estimate by a registered engineer, architect or other qualified person. This budget should include a line item description, quantities, units of measure, unit prices and totals.

Project Budget: REHABILITATION/CONSTRUCTION FOR OTHER HOUSING					
<i>By funding source, please fill in the appropriate line items below. Then total each column and row.</i>	CDBG	OTHER \$	OTHER \$	OTHER \$	TOTAL
DIRECT CONSTRUCTION					
Roofing					
Masonry					
Doors					
Windows					
Insulation					
Plumbing					
Heating					
Electrical					
Carpentry					
Drywall					
Paint					
Carpet					
Cabinets					
Appliances					
Other					
Other					
Builder overhead and profit					
Total Direct Construction					
Construction Contingency					
Subtotal: Construction					
ACQUISITION					
GENERAL DEVELOPMENT COSTS					
Architectural/Engineering					
Clerk of Works					
Legal					
Survey and Permits					
Marketing & Rent-up					
Financing Fees					
RE Taxes (during construction)					
Insurance					
Subtotal: General Development					
TOTALS DEVELOPMENT COSTS:					

Identify any items entered as "Other"

In addition to filling out the above form, please include a detailed cost estimate by a registered engineer, architect or other qualified person. This budget should include a line item description, quantities, units of measure, unit prices and totals.

THRESHOLD QUESTIONS:

- 1. Identify the National Objective that will be met by the project.** Describe in detail how your project will meet a national objective and how it will be documented. (See page 70 for National Objective guidance and page 81 for the National Objective question.)
- 2. The project must be eligible for CDBG assistance.** Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. (See Appendix A and pages 52-54 for eligibility guidance.)
- 3. Demonstrate project consistency with the following:** Please provide a Community Development Strategy that includes the proposed project. (See “Guidance on Scored Questions” section and page 81 for the question.)

Project Need - 20 Points

4. What is the need for the proposed project/program?

The need for the project/program will be evaluated upon the extent to which the response meets the following criteria:

- a) Severity of need: examples of information to demonstrate severity of need include, but are not limited to, characteristics and current needs of the target area and/or target population; renter and owner demographics; housing costs; condition of housing stock. Evidence to support need can include code violations, windshield surveys, foreclosure rates, and board of health citations. (8 points)
- b) Need for CDBG funds and documentation of efforts to obtain other funds to accomplish this project/program: examples of information to demonstrate need include, but are not limited to, the extent of the municipality’s efforts to obtain non-CDBG funding (i.e., local revenues, other public and private resources) to address the identified needs. Document successful and unsuccessful efforts to secure other funds. (4 points)
- c) Demand for the housing project/program: examples of information to demonstrate demand include, but are not limited to, surveys, waiting lists, past participation. (6 points)
- d) Community Involvement and Support: community shall demonstrate and document the community and target population’s involvement in the development of this project/program and how this community participation process resulted in support for the project/program. (2 points)

Project Feasibility - 20 Points

5. Why is this proposed project/program feasible?

The feasibility of the project/program will be evaluated upon the extent to which the response meets the criteria below. **Feasibility must be demonstrated for all project components of which the proposed CDBG activities will be a part. For example, if CDBG funds are requested for infrastructure in support of a housing development, all feasibility issues associated with that housing development must be addressed.**

- a) Identification and analysis of alternative approaches, their associated costs, and the pros and cons of these approaches: Present rationale for choosing the proposed project/program as the most feasible and cost effective; explain how and why this approach will best meet the identified needs. (4 points)
- b) Readiness of program/project: examples of information (as applicable) to demonstrate readiness include, but are not limited to, status of site control; status of design; identification and status of all permits (i.e., environmental, health, safety, building, zoning); compliance with current construction standards; marketing strategy, participant selection process; rehabilitation standards and eligibility criteria; contractor selection process; recapture/anti-speculation provisions; grievance procedures. The availability of all other funds/resources needed to complete the project must be documented. (6 points)
- c) If applicable, form of financial assistance to be provided (loans, grants, or combination). (0 points)
- d) Reasonableness of project/program funding: examples of information (as applicable) to demonstrate reasonableness include, but are not limited to, current detailed cost estimates and the process used to determine that the costs are reasonable; comparable examples; qualifications of the person who prepared the estimates; explanation of all sources and uses of funds; a viable contingency plan for project cost overruns that does not include CDBG funds (excluding program income); the provision of operating and maintenance plan including funding sources. (8 points)
- e) Completeness and reasonableness of timeline: examples of information to demonstrate the feasibility of the timeline include, but are not limited to, description of project milestones including environmental review and permitting; time required to accomplish each milestone; how all components will be completed within the stated timeframe. (2 points)

Project Impact - 15 Points

6. What will be the impact of the proposed project/program?

The project/program impact will be evaluated upon the extent to which the response meets the following criteria:

- a) Resources leveraged: Provide documentation of resources leveraged directly for this project, which may include, but is not limited to, funding from other sources, equity, volunteer efforts, and staff/in-kind contributions. Must include a written commitment for all leveraged resources. (6 points)
- b) Impact of the proposed project on the target area or target population: Examples of information to demonstrate impact include, but are not limited to, direct and indirect benefits to beneficiaries; quality of life considerations; economic viability; neighborhood stabilization; and the quantitative and qualitative measures the community will use to assess visible improvements. For previously funded programs, please provide a qualitative and quantitative analysis of the impacts of this program upon the target population and/or area. (4 points)
- c) The degree to which the project is consistent with the Sustainable Development Principles listed in Exhibit 5 of the One Year Action Plan. (5 points.)

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